

AGENCY BATCH INTERFACE MANUAL.....	1
AGENCY BATCH INTERFACE.....	1
INTRODUCTION	1
CURRENT REVISION LOG.....	1
AGENCY BATCH INTERFACE – WHAT IS IT?	1
AGENCY BATCH INTERFACE – UNDERSTANDING THE BASICS.....	2
HOW TO GET SET UP TO SEND AN INTERFACE “INTRANS” FILE	2
WHAT IS A BATCH HEADER RECORD	2
WHAT ARE TRANSACTION DETAIL RECORDS.....	3
HOW DOES THE PROCESS WORK	3
LOGGING ONTO THE STATE CONTROLLER’S OFFICE MAINFRAME COMPUTER.....	5
SUBMIT A BATCH JOB IN THE D M APPLICATION.....	8
REVIEW A COMPLETED BATCH JOB IN THE JHS APPLICATION	13
LOGGING OFF THE STATE CONTROLLER’S OFFICE MAINFRAME COMPUTER	18
CHECKOFF LIST FOR PROCESS	19

AGENCY BATCH INTERFACE MANUAL

AGENCY BATCH INTERFACE

INTRODUCTION

This chapter describes what an agency batch interface is, how to log on to the system, how to run an interface batch, and how to verify that the interface batch processed.

CURRENT REVISION LOG

March 19, 2004 - Agency Batch Interface published in manual format.

January 5, 2006 – Added note regarding **Dataset Not Accessible** error message.

AGENCY BATCH INTERFACE – WHAT IS IT?

The interface is a bridge between the SCO and the agency accounting systems. Several state agencies maintain internal accounting systems where they process their detail accounting transactions.

To avoid duplicate data entry, they create interface files that upload into the SCO accounting systems. All of the SCO's accounting systems are considered the "system of record" (the official record), which means that the data in these systems is accepted as being correct for auditing and reporting. The "system of record" should always be reconciled to those agency systems that maintain duplicate information.

Through this interface, SCO receives various types of data in electronic format. These include financial transactions such as paying vendors, receipting cash, and recording adjustments. The integrity, validity, accuracy, and safekeeping of this information are critical to be able to provide financial information and to retain the appropriate budgetary controls. In addition to financial information, SCO receives data that includes non-financial information. Examples of such data are vendor edit table changes, other table maintenance, and 1099 information. While the non-financial data has no accounting impact, the integrity and accuracy of the data are equally important.

AGENCY BATCH INTERFACE – UNDERSTANDING THE BASICS

All interface files (financial and non-financial data) must be in the standard IN or other record layout format, as defined by SCO. All new interface files and changes to existing interface files must successfully process in one of the SCO's test environments before processing in production. The minimum acceptable amount of testing must be sufficient to verify the files are created correctly and will pass all interface edits. After testing with the State Controller's Office, you may transmit interface "intrans" batches to the SCO accounting systems.

HOW TO GET SET UP TO SEND AN INTERFACE "INTRANS" FILE

Agencies create batches of accounting transactions using the DAFRIN record format, which we refer to as "intrans" files. These are sent to the Controller's office for processing through STARS using file transfer protocol (FTP). FTP will transfer your agency's file to the State Controller's Office mainframe computer.

To FTP a file, your agency needs to send a request to STARS_Security@sco.idaho.gov requesting that files and JCL be set up for FTP by your agency. FTP transfers the file exactly as it appears, with no editing. This process only copies your agency's data into the files that are input into the STARS nightly IEU process. It does not do extensive edits on the data or post the transactions.

Each INTRANS file may contain several batches. Your agency will determine how many batches you would like to have in your INTRANS files and how frequently you would like to send your files to the SCO. The number of batches within a file and the frequency of the file transmissions vary from day to day and from agency to agency.

Each batch in the INTRANS file consists of:

- One batch header record.
- One or more transaction detail records.

WHAT IS A BATCH HEADER RECORD

The batch header records contain summary information about the transaction detail records within that batch. Each batch header must be:

- Uniquely identified.
- Must indicate the number of transaction detail records within the batch.
- The sum of the *absolute* dollar amount of the transactions (+\$50 -\$50 = \$100).

NOTE: The batch sequence number will always be zero in the batch header records.

WHAT ARE TRANSACTION DETAIL RECORDS

The transaction detail records must have a unique batch sequence number and contain the specific information needed to post to the various STARS files. Each detail record has a transaction code that must be defined in the Transaction Code Decision Table. The records in this table indicate what information STARS requires in the INTRANS record and to which files the transaction will post. Each detail record is a separate accounting transaction. You may need several transactions to complete a batch.

HOW DOES THE PROCESS WORK

When you transmit (FTP) your “intrans” batch interface file, the data is copied to the State Controller's office. Your job DA80Ixxx must be run in order to edit and bring in your interface file. This job must be run in order for your data to post to STARS in the nightly IEU process. This job will send your data through some very broad, general editing.

All batches within an INTRANS file must pass all edits before any of the data in that INTRANS file can be input into STARS.

If there is a problem with any batch, the entire INTRANS file will be rejected.

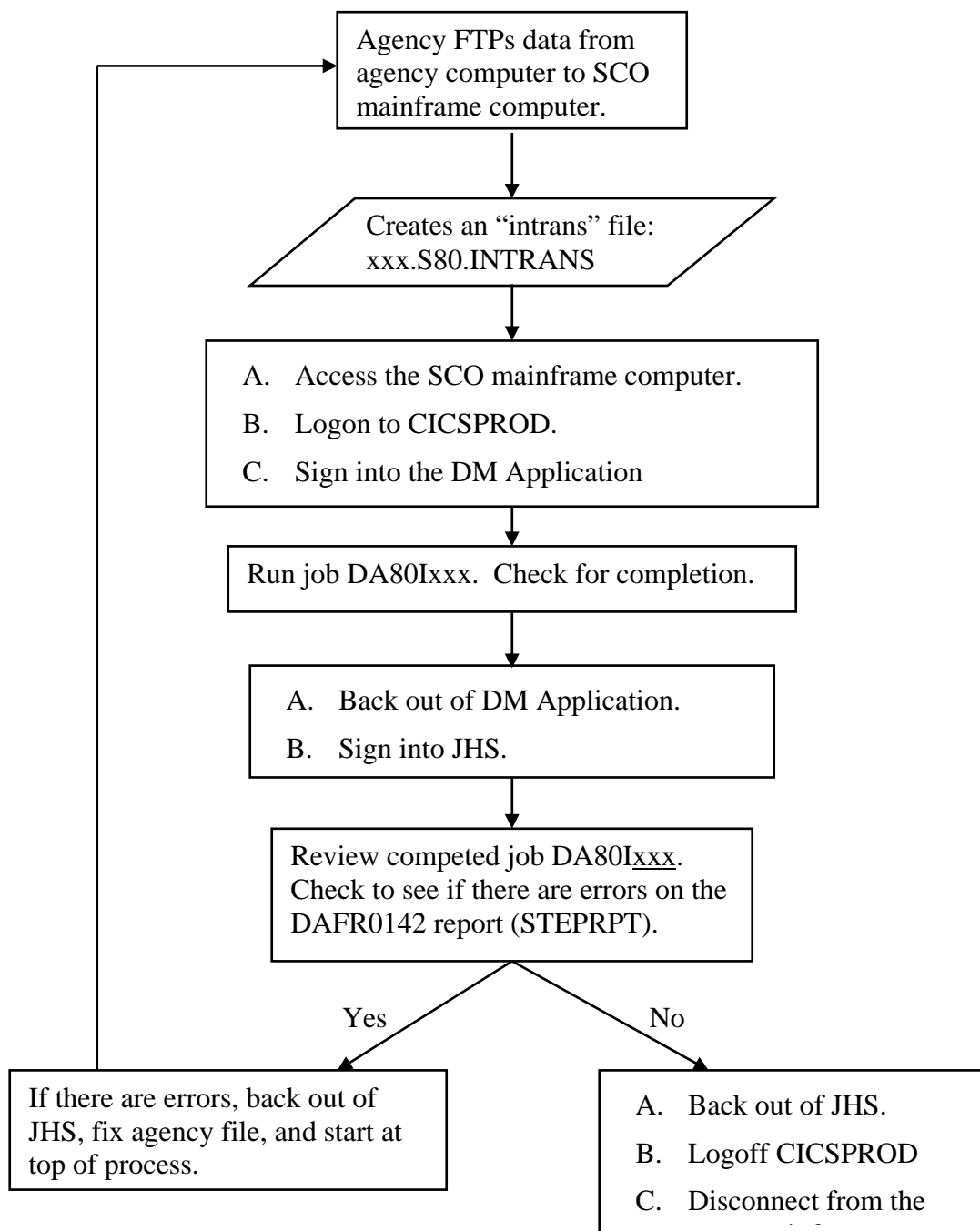
Job DA80Ixxx, (xxx = Billcode) will do two things.

- Edit your Transmitted Batch interface file for formatting errors.
- Copy your Transmitted Batch interface file into the STARS nightly IEU for the nightly posting process.

If the data passes the various integrity edits, the job creates a report (DAFR0142), viewable in the Job History System (JHS) which shows the status of the interface file. The report shows the header records of batches that pass the edit process. An asterisk box at the end of the report will indicate whether the entire interface file is accepted or rejected for the STARS IEU processing. Condition codes, explained later in this chapter, will also indicate the status of the interface file. The report will show more detail regarding errors that were found.

If errors are found on the interface file, corrections must be made at your agency and you must re-transmit the file back to the mainframe. You must then submit job DA80Ixxx again to check for errors on the newly transmitted file. When no errors are found, the Batch Interface to STARS process is complete.

FLOWCHART OF THE PROCESS



LOGGING ONTO THE STATE CONTROLLER'S OFFICE MAINFRAME COMPUTER

In order to submit your interface batch job for processing, you must first access the State Controller's Office Mainframe computer. You will need to do this to access any of the mainframe computer's applications. For instance, other common applications such as STARS, FAS, and NOMAD are also accessed here.

You log onto the mainframe computer using CICSPROD and log off using CESF LOGOFF. Once you are logged on the mainframe computer, you can access the various applications at the blank screen. For example:

- D M – Type “d m”, then press ENTER.
- Job History System – Type “jhs”, then press ENTER.

Begin with these steps:

1. At the Idaho State Controller's Computer Network screen (see Figure 1 below), locate the cursor (an underline character () at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).
2. Type **cicsprod**, and then press ENTER.

Figure 1: CICS Idaho screen

```
AU0000                                LGW2XR16
I D A H O   S T A T E   C O N T R O L L E R ' S   C O M P U T E R   N E T W O R K

=====  =====  ==  ==  ==  =====
==  ==  =  ==  ==  ==  ==  =
==  ==  =  =  =  ==  ==  =  =
==  ==  =  =====  =====  =  =
==  ==  =  ==  ==  ==  ==  =  =
=====  =====  ==  ==  ==  ==  =====

CICSDVLP ==> CICS V 4.1.0 DEVELOPMENT
CICSPROD ==> CICS V 4.1.0 PRODUCTION
CICSQUAL ==> CICS V 4.1.0 QUALITY ASSURANCE
CICSSIMU ==> CICS V 4.1.0 SIMULATION
TSO      ==> TIME SHARING OPTION
HELP DESK: (208)334-4808           M-F 8A-5P MOUNTAIN
              (208)334-3155 OR 334-2450  NIGHTS AND WEEKENDS

ENTER SELECTION BELOW:
cicsprod
```

- The system confirms you have connected to CICS by presenting the CICS banner screen shown below.

Figure 2: CICS banner screen

```

AU0100                CONTROLLER'S CICSProd                VERSION 4.1.0    14:05:19

*****\  *****\  *****\  *****\                *\  *****\  *****\  *****\
*****\  *****\  *****\  *****\                **\  *****\  *****\  *****\
**\\\\**\  **\\  **\\\\**\  **\\\\**\                **\  **\\\\\\  **\\\\\\**\  **\\\\\\**\
**\      \  **\  **\      \  **\      \                **\  **\      **\      \  **\      **\
**\      **\  **\      *****\                **\  *****\  *****\  *****\
**\      **\  **\      *****\                **\  *****\  *****\  *****\
**\      **\  **\      \\\**\  **\      **\  **\      **\  *****\  *****\  *****\
**\      **\  **\      \\\**\  **\      **\  **\      **\  *****\  *****\  *****\
**\      **\  **\      **\  **\  **\  **\  **\      **\  *****\  *****\  *****\
*****\  *****\  *****\  *****\  **\      *****\  *****\  **\      **\
*****\  *****\  *****\  *****\  **\      *****\  *****\  **\      **\
\\\\\\  \\\\\\  \\\\\\  \\\\\\  \                \\\\\\\\  \\\\\\  \  \

```

- Press PAUSE to clear the screen.
- At the blank screen, type **cesn**, and then press ENTER.

Figure 3: CESN sign on

```

cesn

```

The CICS Security Screen should appear:

Figure 4: CICS Security Screen

```

                                Signon for CICS/ESA Release 4.1.0                APPLID CICSProd
AU0100                CONTROLLER'S CICSProd                VERSION 4.1.0

Type your userid and password, then press ENTER:

  Userid . . . .                Groupid . . .
  Password . . .
  Language . . .

  New Password . . .

DFHCE3520 Please type your userid.
F3=Exit

```

6. Type the assigned CICS **Userid** given to you by your agency STARS security administrator in the **Userid** (user identification) field.
7. Press TAB to move the cursor to the **Password** field, bypassing **Groupid** - group identification. (If your agency uses group identification, enter the **Groupid**.)
8. Type the CICS **Password** given to you by your agency STARS security administrator, and then press ENTER. (For security, the screen will not display the password.)

NOTE: If you need help with the CICS password or CESN logon, e-mail the SCO Computer Service Center Help Desk:
E-mail: scohelpdesk@sco.idaho.gov

9. After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.

Figure 5: Bill Code Screen

XA01 BILLCODE= **XXXXXXXX**

BILLCODE: THIS IS AN OPTIONAL PARAMETER TO HELP YOU
THE USER DISTRIBUTE CICS COSTS WITHIN
YOUR OWN AGENCY.

THIS IS EIGHT (8) DIGITS IN LENGTH, THE FIRST
THREE (3) MUST BE A VALID BILLING CODE IN
THE CONTROLLER'S CURRENT BILLING SYSTEM.

IF YOU ENTER AN INVALID BILLING CODE YOU WILL
RECEIVE AN ERROR MESSAGE AND WILL HAVE THE OPTION
OF CORRECTING IT OR USING YOUR DEFAULT CODE

IF YOU DO NOT ENTER ANYTHING IN THE BILLCODE
FIELD, IT WILL DEFAULT TO THE CODE YOU ARE
CURRENTLY BEING ASSIGNED

10. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press the ENTER key (**Example: XXXXXXXX**).
 - Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press the ENTER key. The bill code will default to one of your agency's bill codes.
 - A confirmation of the bill code will appear on the second display screen as shown below, indicating a successful sign on to CICS. If you left the bill code field blank, the default code for your agency is displayed.

Figure 6: Bill code confirmation

```

*** YOUR BILL CODE IS  XXXXXXXX

*** YOUR NETWORK NAME IS  LGW2XR56  ***

```

11. Press PAUSE to clear the screen. A blank screen should appear.

NOTE: If your logon fails three consecutive times (e.g., you have forgotten your password), your operator ID will be suspended and you will not be able to sign on. In order to reactivate an operator ID, your agency STARS security administrator must contact The State Controller's Office.

SUBMIT A BATCH JOB IN THE D M APPLICATION

1. At the clear screen, type **D M** (be sure you have a space between D and M).
2. Press ENTER.

```

D M

```

The CPMS/SYSD PRIMARY OPTION MENU screen is displayed.

CPMS/SYSD PRIMARY OPTION MENU screen

```

----- CPMS/SYSD PRIMARY OPTION MENU ----- (1/1)
INPUT ==>                                SCROLL: CSR
                                           USER    - XAP9999
0 - PARMS      - Specify CPMS/SYSD parameters      DATE    - 4/17/00
1 - BROWSE     - Display source data                TIME    - 13:34:11
2 - EDIT       - Create or change source data       TERMINAL - XO34
3 - UTIL       - Perform utility functions          APPLID  - CICSMPR4
4 - ACTIVE     - Display active jobs                RELEASE - 06.4.2P07
5 - N          - Display jobs in the input and output queue
6 - O          - Display jobs in the output queue
7 - PRINTER    - Display/change a printer's status
8 - JFT        - Job/file tailoring
C - CICS       - Enter CICS transactions
T - TUTORIAL   - Display information about CPMS/SYSD
U - USER      - Perform user file maintenance
X - END        - Terminate CPMS/SYSD session

```

3. Type **2** in the **INPUT** ==> field.
4. Press ENTER.

```

----- CPMS/SYSD PRIMARY OPTION MENU ----- (1/1)
INPUT ==> 2                                SCROLL: CSR

                                USER      - XAP9999
0 - PARMS      - Specify CPMS/SYSD parameters    DATE      - 4/17/00
1 - BROWSE     - Display source data              TIME      - 13:38:11
2 - EDIT      - Create or change source data      TERMINAL   - XO34
3 - UTIL       - Perform utility functions        APPLID     - CICSMRP4
4 - ACTIVE     - Display active jobs              RELEASE    - 06.4.2P07
5 - N          - Display jobs in the input and output queue
6 - O          - Display jobs in the output queue
7 - PRINTER    - Display/change a printer's status
8 - JFT        - Job/file tailoring
C - CICS        - Enter CICS transactions
T - TUTORIAL   - Display information about CPMS/SYSD
U - USER       - Perform user file maintenance
X - END        - Terminate CPMS/SYSD session

PRESS END KEY TO TERMINATE CPMS/SYSD.

```

The EDIT - DATASET MENU screen is displayed.

```

----- EDIT - DATASET MENU ----- (1/1)
INPUT ==>                                SCROLL: CSR

EDIT LIBRARY:
  PROJECT ==>
  LIBRARY ==>          ==>          ==>          ==>
  TYPE   ==>
  MEMBER ==>          (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
  DATASET NAME ==>
  VOLUME SERIAL ==>          (If not cataloged)

  DATASET PASSWORD ==>          (If password protected)
  PROFILE NAME     ==>          (Blank defaults to dataset type)

PANVALET(R) ACCESS SECURITY:
  LIBRARY CODES ==>          ==>          ==>          ==>
  MEMBER CODE   ==>          INSTALLATION CODE ==>

PANVALET(R) NEW MEMBER OPTIONS:
  LANGUAGE TYPE ==>          FORMAT          ==> Y (y or n)
  USER CODE    ==>          SECURITY LEVEL ==> 0 (0 - 3)
  ++COPY MEMBER ==>

```

5. Type 'PAN.JCL(DA80Ixxx)' in the DATASET NAME ==> field. Replace **DA80Ixxx** with the batch job name you wish to submit for the word.)

NOTE: You *must* include the single quote marks as shown with 'PAN.JCL(DA80Ixxx)'.

```
----- EDIT - DATASET MENU ----- (1/1)
INPUT ==>                                SCROLL: CSR

EDIT LIBRARY:
  PROJECT ==>
  LIBRARY ==>          ==>          ==>          ==>
  TYPE   ==>
  MEMBER ==>                                (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
  DATASET NAME ==> 'PAN.JCL(DA80Ixxx)'
  VOLUME SERIAL ==>                                (If not cataloged)

  DATASET PASSWORD ==>                                (If password protected)
  PROFILE NAME     ==>                                (Blank defaults to dataset type)

PANVALET(R) ACCESS SECURITY:
  LIBRARY CODES ==>          ==>          ==>          ==>
  MEMBER CODE   ==>                                INSTALLATION CODE ==>

PANVALET(R) NEW MEMBER OPTIONS:
  LANGUAGE TYPE ==>                                FORMAT          ==> Y (y or n)
  USER CODE    ==>                                SECURITY LEVEL ==> 0 (0 - 3)
  ++COPY MEMBER ==>
```

6. Press ENTER.

NOTE: If you type SUBMIT rather than ENTER, you may see a **Dataset Not Accessible** error message.

The **EDIT - XAS.PAN.ALLUSER.PANLIB** screen is displayed.

```

EDIT - XAS.PAN.ALLUSER.PANLIB(DA80Ixxx) - 51      RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===>                                     SCROLL: CSR
==PAN> SELECTED MEMBER IS PRODUCTION OR DISABLED.  MUST BE RENAMED TO SAVE.**
==PAN> *          DATA SET SAMPLE          AT LEVEL 051 AS OF 04/17/00
==CMT>
*****  -----1-----2-----3-----4-----5-----6-----7-
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //          DISP=(MOD,DELETE,DELETE),
000700 //          UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT DD SYSOUT=X
001000 //INPUT01 DD DUMMY
001100 //OUTPUT01 DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
001200 //          DISP=(,CATLG,DELETE),
001300 //          UNIT=SYSDA,SPACE=(TRK,(1,1),RLSE),
001400 //          DCB=XAD.DCB.FB116,
001500 //          BLKSIZE=0,DSORG=PS
001600 //SYSIN DD *
001700      REPRO INFILE(INPUT01) -
*****  -----1-----2-----3-----4-----5-----6-----7-

```

7. Verify that the job name is correct.

NOTE: Information on your screen will be different than what is shown in the example.

The following message on the screen indicates the job name is in a production status and cannot be saved:

SELECTED MEMBER IS PRODUCTION OR DISABLED. MUST BE RENAMED TO SAVE.**

8. Type **SUBMIT** in the **INPUT ===>** field to submit your batch job.
9. Press ENTER.

```

EDIT - XAS.PAN.ALLUSER.PANLIB(SAMPLE) - 51      RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===> SUBMIT                                     SCROLL: CSR
==PAN> *          DATA SET SAMPLE          AT LEVEL 051 AS OF 04/17/00
==CMT>
*****  -----1-----2-----3-----4-----5-----6-----7-
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //          DISP=(MOD,DELETE,DELETE),
000700 //          UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT DD SYSOUT=X
001000 //INPUT01 DD DUMMY
001100 //OUTPUT01 DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,

```

The following message will be displayed: **I0015 - JOB HAS BEEN SUBMITTED.**

```
I0015 - JOB HAS BEEN SUBMITTED                      RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ==>                                           SCROLL: CSR
==CMT>
*****  ----+----1----+----2----+----3----+----4----+----5----+----6----+----7--
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD  DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //              DISP=(MOD,DELETE,DELETE),
000700 //              UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT  DD  SYSOUT=X
001000 //INPUT01  DD  DUMMY
```

10. Type **CANCEL** to the right of **INPUT ==>** to exit your edit session. This does *not* cancel your job, it just releases the job so you can edit or access it later.

11. Press ENTER.

```
I0015 - JOB HAS BEEN SUBMITTED                      RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ==> CANCEL                                   SCROLL: CSR
==CMT>
*****  ----+----1----+----2----+----3----+----4----+----5----+----6----+----7--
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD  DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //              DISP=(MOD,DELETE,DELETE),
000700 //              UNIT=SYSDA,SPACE=(TRK,0)
```

The EDIT - DATASET MENU screen is displayed. The message **I0050 - EDIT SESSION HAS BEEN CANCELLED** will be in the **INPUT ==>** field.

```
----- EDIT - DATASET MENU ----- (1/1)
INPUT ==>                                           SCROLL: CSR
I0050 - EDIT SESSION HAS BEEN CANCELLED.

EDIT LIBRARY:
  PROJECT ==>
  LIBRARY ==>          ==>          ==>          ==>
  TYPE    ==>
  MEMBER  ==>          (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
  DATASET NAME ==> 'PAN.JCL(SAMPLE)'
  VOLUME SERIAL ==>          (If not cataloged)

  DATASET PASSWORD ==>          (If password protected)
  PROFILE NAME    ==>          (Blank defaults to dataset type)
```

12. Press F3.

The CPMS/SYSD PRIMARY OPTION MENU is displayed.

CPMS/SYSD PRIMARY OPTION MENU screen

----- CPMS/SYSD PRIMARY OPTION MENU -----		(1/1)
INPUT ==>		SCROLL: CSR
0 - PARMs	- Specify CPMS/SYSD parameters	USER - XAP9999
1 - BROWSE	- Display source data	DATE - 4/17/00
2 - EDIT	- Create or change source data	TIME - 16:45:56
3 - UTIL	- Perform utility functions	TERMINAL - XS12
4 - ACTIVE	- Display active jobs	APPLID - CICSMP4
5 - N	- Display jobs in the input and output queue	RELEASE - 06.4.2P07
6 - O	- Display jobs in the output queue	
7 - PRINTER	- Display/change a printer's status	
8 - JFT	- Job/file tailoring	
C - CICS	- Enter CICS transactions	
T - TUTORIAL	- Display information about CPMS/SYSD	
U - USER	- Perform user file maintenance	
X - END	- Terminate CPMS/SYSD session	
PRESS END KEY TO TERMINATE CPMS/SYSD.		

REVIEW A COMPLETED BATCH JOB IN THE JHS APPLICATION

If you haven't already done so, access the State Controller's Mainframe Computer Network.

1. At a clear screen, type **JHS** to access the Job History System.
2. Press ENTER.

JHS

The J 1 J10: Job Search Criteria screen is displayed.

J 1 J10: Job Search Criteria screen

J 1 J10: Job Search Criteria		System: JHS	
Command ==>			
Commands: B - Browse X - Steps N - Notes G - Group			
R - Retrieve PRT - Print Std P? - Print special PRO - Profile			
Job name	==>	To	==>
Start time	==>	Date	==>
End time	==>	Date	==>
Search, display sequence ==> J (J=job name, S=start time, E=end time)			
Job number	==>		
Condition code	==>	(A=anyabend,O=or) To ==>	
JCL error	==>	(and/or)	
Catalog error	==>	(and/or)	
Job reset	==>	(and/or)	
Status unknown	==>	(and/or)	
Step not exec	==>	(and/or)	
Notes present	==>	(and/or)	
MSGCLASS	==>		
Destination	==>	(CPU for SYSLOG)	
Job group	==>		
Last user:			

3. Type the job name you wish to review in the **Job name** ==> field.
4. Press ENTER.

J 1 J10: Job Search Criteria		System: JHS	
Command ==>			
Commands: B - Browse X - Steps N - Notes G - Group			
R - Retrieve PRT - Print Std P? - Print special PRO - Profile			
Job name	==> DA80IUFI	To	==>
Start time	==>	Date	==>
End time	==>	Date	==>
Search, display sequence ==> J (J=job name, S=start time, E=end time)			
Job number	==>		
Condition code	==>	(A=anyabend,O=or) To ==>	
JCL error	==>	(and/or)	
Catalog error	==>	(and/or)	
Job reset	==>	(and/or)	
Status unknown	==>	(and/or)	
Step not exec	==>	(and/or)	
Notes present	==>	(and/or)	
MSGCLASS	==>		
Destination	==>	(CPU for SYSLOG)	
Job group	==>		
Last user:			

The job name in this example is **DA80IUFI**. Yours may be **DA80Ixxx**, where **xxx** is your bill code.

The J 1 J15: Job Selection List screen is displayed. This displays all of the job numbers that you have recently run under this job.

J 1 J15: Job Selection List screen

```
J 1 J15: Job Selection List                               Line      1
Command ==>                                           Scroll ==> 20
Options: S - Select  B - Browse  N - Notes  X - Steps  PR - Print  DE- Delete
      Job      Job#      Started      Ended      Code
      DA80IUFI  J002273  02262004  1204  02262004  1204  S0C7  STEP NEXEC
      DA80IUFI  J002270  02262004  1203  02262004  1203      0 STEP NEXEC
      DA80IUFI  J002222  02252004  1207  02252004  1207      0 STEP NEXEC
***** End of list *****
```

5. Press TAB until your cursor is in the field to the left of the job you wish to view. The job will have a unique start date and time (e.g., 02262004 1204).
6. Type "S" for select and press ENTER.

```
J 1 J15: Job Selection List                               Line      1
Command ==>                                           Scroll ==> 20
Options: S - Select  B - Browse  N - Notes  X - Steps  PR - Print  DE- Delete
      Job      Job#      Started      Ended      Code
  S DA80IUFI  J002273  02262004  1204  02262004  1204  S0C7  STEP NEXEC
      DA80IUFI  J002270  02262004  1203  02262004  1203      0 STEP NEXEC
      DA80IUFI  J002222  02252004  1207  02252004  1207      0 STEP NEXEC
***** End of list *****
```

The JHS J20: DA80Ixxx Jxxxxx screen is displayed. In the example below, the job name is DA80IUFI and the Job number is J02273.

JHS J20: DA80Ixxx Jxxxxx screen

```
JHS J20: DA80IUFI J02273                               Line      1
Command ==>                                           Scroll ==> FULL
Commands: B - Browse  S - Step data  N - Notes  PRT/P? - Print
          G - Group    DEL - Delete
Options:  B - Browse  PRT/P? - Print
Submitted 12:04 Thursday, February 26, 2004
Started   12:04 Thursday, February 26, 2004
Ended     12:04 Thursday, February 26, 2004      Step not executed
Completion status System 0C7abend
CPU time   0 min 0 sec                          Group 05
Pages      15                                MSGCLASS 8      Destination LOCAL

Opt Stepname Procstep DD name      Pages Cls Dest
  JES2                JESMSGLG        1  8  LOCAL
  JES2                JESJCL          1  8  LOCAL
  JES2                JESYSMSG        1  8  LOCAL
PROC005 STEP010 SYSPRINT          1  8  LOCAL
EDITINT STEP010 SYSOUT            1  8  LOCAL
EDITINT STEP020 SYSPRINT          1  8  LOCAL
EDITINT STEPMSG SYSOUT            1  8  LOCAL
EDITINT STEPRPT SYSUT2            1  8  LOCAL
EDITINT STEPMSGB SYSOUT            1  8  LOCAL
```


Notice the **Completion Status** line. This shows the highest completion code for your job. (A completion code of “System OC7abend” for job DA80IUFI is a valid condition code). Notice that the job did abend, so it did *not* process. (ABEND means ABnormal END to the process.) Some other valid condition codes you may receive are:

Condition code	Description
000	INTERFACE TRANSACTIONS VALID
600	EMPTY INTERFACE FILE OR I.E.U. IN PROGRESS
601	INTERFACE TRANSACTIONS INVALID
SYSTEM ERROR	(Contact CSC Help Desk at 334-4808)

- Press TAB until your cursor is in the field to the left of the **Procstep** you wish to view. To find the problem with the report or to see if it completed successfully, TAB to **STEPRPT**.
- Type “**B**” (for browse) and press ENTER.

```

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Commands: B - Browse  S - Step data  N - Notes  PRT/P? - Print
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   JES2                JESYSMSG        1  8  LOCAL
   PROC005 STEP010     SYSPRINT         1  8  LOCAL
   EDITINT STEP010     SYSOUT           1  8  LOCAL
   EDITINT STEP020     SYSPRINT         1  8  LOCAL
   EDITINT STEPMSG     SYSOUT           1  8  LOCAL
   B  EDITINT STEPRPT  SYSUT2           1  8  LOCAL
   EDITINT STEPMSGB    SYSOUT           1  8  LOCAL
   EDITINT STEPMSGB    RO950121        1  8  LOCAL
   EDITINT STEPMSGB    CEEDUMP          5  8  LOCAL
***** End of list *****

```

The J 1 B02: Step Report for DA80Ixxx Jxxxxx screen is displayed. This report is the DAFR0142.

J 1 J22: Step Report for XXXXXXXX JXXXXX screen

```

J 1 B02:DA80IUFI.EDITINT.STEPRPT.SYSUT2          Line          1 of          10
Command ==>                                         Scroll ==>
DAFR0142 1 000 0000                                RUN DATE= 02/26/04  TIME= 14.15.10 STARS
02/26/04 (20.16)    CYCLE 03628  PM CLOSED PP CLOSED PY CLOSED          VERSION 3.1

          AGENCY TO STARS BATCH INTERFACE EDIT REPORT
          INTERFACE EDIT DATE 02/26/04
*****PAGE: 1
FILE <-----TRANSACTION ID----->
  ID AGY BATCHDATE  T NBR SEQ #  D EFFECT DTE  BFY  WARRANT #  BDMI <=====ERROR MESSAGE=====>
*** *****
                                     INTERFACE FILE IS EMPTY -
                                     NOTHING TO PROCESS
***** End of report *****

```

This screen should be examined for the following details:

- A. If your file does not contain data, you may see the message as shown in the example above. **INTERFACE FILE IS EMPTY- NOTHING TO PROCESS.**
- B. If your file does contain data, you will see the information regarding the batch that has been processed. If there are errors, you will see the problem listed under the “Error Message” column.
The error messages will give you an idea of what the problem is with the batch. Examples of error messages are:
 BATCH HAS BEEN PREVIOUSLY PROCESSED IN STARS
 DUPLICATE TRANSACTION ID
 BATCH DETAIL RECORD BUDGET FISCAL YEAR MUST BE NUMERIC

```

J 1 B02:DA80IUFI.EDITINT.STEPRPT.SYSUT2          Line          1 of          17
Command ==>                                         Scroll ==>
DAFR0142 1 000 0000                                RUN DATE= 02/25/04  TIME= 11.14.05 STARS
02/25/04 (20.04)    CYCLE 03627  PM CLOSED PP CLOSED PY CLOSED          VERSION 3.1
                                UNIVERSITY OF IDAHO (514)
          AGENCY TO STARS BATCH INTERFACE EDIT REPORT
          INTERFACE EDIT DATE 02/25/04
*****PAGE: 1
FILE <-----TRANSACTION ID----->
  ID AGY BATCHDATE  T NBR SEQ #  D EFFECT DTE  BFY  WARRANT #  BDMI <=====ERROR MESSAGE=====>
*** *****
INA1 514 02/15/2004 5 100 00000  0

                                     *****
                                     *   ALL BATCHES HAVE PASSED INTERFACE EDITS   *
                                     *   AND WILL BE PROCESSED THROUGH STARS     *
                                     *                                           *
                                     *   TOTAL RECORD COUNT =          34          *
                                     *                                           *
                                     *****
***** End of report *****

```

- C. When the job passes through all interface edits, you will get the message that all batches have passed and will be processed in STARS. The message will include the total records that are in the batch. This is the indication of a successful job.

9. When you finish viewing your job, press F3 until the **SW#000 TRANSACTION COMPLETE** message is displayed.

SW#000 TRANSACTION COMPLETE

You are now out of JHS.

NOTE: If you are familiar with the DM application and you have proper security, you may also look at your data information under D M's Utility - Catalog by putting the following in the Index field. (xxx is your bill code.)

xxx.S80.INTRANS – This file contains interface data that has been FTP'd to the State Controllers mainframe. Some agencies have been given a different variation of this basic INTRANS name.

xxx.S80.SEQ.DAFR0142 – Job DA80Ixxx creates this report file. This file will show you the status of your interface edit and whether your file has been accepted or rejected for the STARS nightly IEU posting process.

LOGGING OFF THE STATE CONTROLLER'S OFFICE MAINFRAME COMPUTER

In order to exit the State Controller's Office Mainframe computer, you must log off of CICSPROD.

1. At a blank screen, type **CESF LOGOFF**.
2. Press ENTER.

CESF LOGOFF

The Idaho Screen will appear indicating that you are logged off CICSPROD.

CHECKOFF LIST FOR PROCESS

1. Transfer (FTP) your interface file to mainframe to create an xxx.S80.INTRANS file. Some agencies have been given a different variation of this INTRANS name).
2. Access the State Controller's mainframe computer by logging onto CICSPROD.
3. Submit batch job DA80Ixxx. (xxx = Billcode)
4. Verify job DA80Ixxx has finished.
5. Review completed job DA80Ixxx on JHS.
6. If the job is completed and you receive condition code 000, go to step 8 and logoff. You have completed your interface process.

If the job completed and you receive a condition code of 600 or 601, continue to step 7 to view error report.

If the job completed and you receive condition code 699, contact the CSC help desk at (208) 334-4808. Tell them the job name and job number.

7. View error report in Job History System (JHS) 'EDITINT STEPRPT' to determine the cause of the error. Log off CICSPROD. Correct the error on your agency's system and go back up to start process again at Step 1.
8. Log off CICSPROD.